

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 14-2016

OPEN TO: All Interested Candidates/ All Sources

POSITION: CDC Administrative Management Specialist
THIS IS A TERM POSITION FOR ONE YEAR

OPENING DATE: May 23, 2016

CLOSING DATE: June 03, 2016

WORK HOURS: Full-time; 40 hours/ week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-11)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-04)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within the Mission for the position of Administrative Management Specialist. The position is located in the Centers for Disease Control (CDC) Section and reports to the Centers for Disease Control Deputy Director.

BASIC FUNCTION OF POSITION:

Under the direction of the Deputy Director, the job holder oversees the day-to-day management, administrative and program coordination functions in support of a broad range of CDC-funded public health program activities carried out by the CDC Sierra Leone office. In this capacity, the job holder provides advice and guidance on office management and support services to CDC senior management and develops plans for those administrative support functions essential to ensuring effective and efficient office operations. The work portfolio includes human resources, procurement, travel and

vouchering services, TDY support, facilities, office supply services, and inventory property and management.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.

- 1. Education:** Bachelor's degree or host government equivalent in business administration, public administration, public health, finance or accounting is required.
- 2. Experience:** Minimum five (5) years of progressively responsible administrative management experience in a health related international development organization or for a U.S. government, other government or non-governmental organization including two (2) years direct supervisory experience.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing) in English is required. Incumbent must be able to efficiently proof-read/edit correspondence and formal reports containing medical/public health terminology recommending correct word usage, grammar and punctuation. Incumbent must be able to communicate effectively orally with staff members, the US Mission community and the general public.
- 4. Other Criteria:** Knowledge of agency and applicable inter-agency management operations, to include financial management, human resources, procurement and contracting (including grants and contracts), travel, IT, records management, property and other administrative procedures, regulations, and requirements is required.
- 5. Other Skills:** The ability to assess problems and develop realistic solutions (how to plan for and administer available resources of funds, personnel and equipment in the best interest of agency and program objectives is required.
- 6. Interpersonal skills:** Must possess excellent interpersonal, written and communication skills to write reports and communicate very well with others. Interaction with agency Director and Deputy Director levels regarding resources needed for meeting strategic management objectives.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for CDC Administrative Management Specialist)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 099-105-355

POINT OF CONTACT:

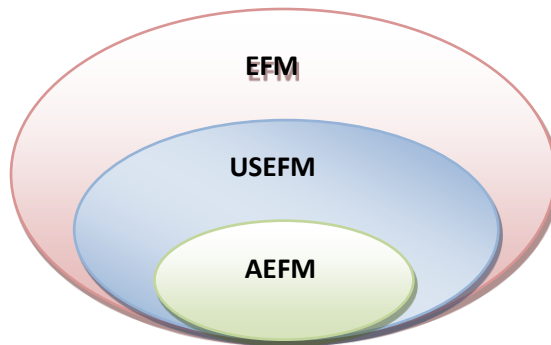
Human Resources Section: 099-105-500

CLOSING DATE FOR THIS POSITION: June 03, 2016

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.
5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION – CDC ADMINISTRATIVE MANAGEMENT SPECIALIST

Administrative and Property Management 30%

Job holder is responsible for managing and coordinating all CDC-supported administrative operations, development and implementation of administrative policies and procedures, filing and document management, travel, procurement, coordination of human resource issues, motor pool support, logistics for meetings and conferences, and property and inventory management. The job holder actively participates with senior management in the formulation of CDC Sierra Leone Office policies and Standard Operating Procedures for effective administrative support operations.

Job holder is directly responsible for delivering required administrative services within budget. This is done through coordination with CDC management and the Financial Specialist to develop, monitor, and manage the administrative operations budget and its expenditures, as well as current program budgets to include visiting (TDY) program expenditures for cost-sharing purposes. Job holder meets regularly with CDC financial staff to coordinate this process. Reviews all invoices to verify that funds have been obligated and are in agreement with FMO records.

The job holder reviews all CDC program travel requests in E2 to ensure travel is in accordance with CDC strategic objectives and Federal travel regulations. Maintains an up-to-date "Welcome Package" intended for visiting consultants and TDYers, maintains a spreadsheet of all travel for the program, both incoming and outgoing staff and TDYers.

The job holder liaises with U.S. Embassy Freetown's General Services Officer (GSO) staff to facilitate incoming and outgoing shipment and customs clearance for personal property of U.S. direct-hire CDC Sierra Leone personnel, CDC Sierra Leone property, and project funded property. The job holder is also responsible for resolving complex and sensitive shipment and/or customs clearance problems that may arise.

This position is responsible for the electronic inventory system that accounts for the receipt and location of all non-expendable equipment and property. Job holder provides supervisory oversight of the inventory of non-expendable/property/equipment and coordinates periodic and annual inventory reports with CDC Atlanta. This position also serves as the alternate Property Custodial Officer.

The job holder periodically reviews standards of service for out-sourced maintenance and administrative services and to ensure that standards of service are met and all projects are

fully supported as intended and represents CDC-Sierra Leone at meetings related to administrative and property management, property inventory, facilities management and property maintenance issues.

Serves as the primary contact for Embassy motor pool requests, requests transportation, provides needed updates and ensures motor pool has sufficient advance notice to provide transportation as needed. Ensures that all staff complies with guidelines (SOP) Embassy Motor pool.

Routinely represents HHS/CDC Sierra Leone at administrative and planning sessions for the purpose of ensuring that the support needed is received.

Personnel Management 25%

The job holder coordinates, prepares and submits all local staff time and attendance, awards, maintains CDC internal personnel folders ensuring employees' files are maintained and up-to-date with personnel related documentation. Job holder must be familiar with all aspects of job duties in order to offer constructive advice and foster cross-training amongst staff. The job holder works with other CDC-Sierra Leone supervisors to determine hiring requirements and the prioritization of training needs. The jobholder provides direct input, advice and recommendations to Deputy Director on recruitment, retention, promotion, and separation of assigned staff. Takes the lead in establishing direction, staff motivation, recognition and support of the efforts of individual employees, interprets and applies HR policies, rules and regulations and makes recommendations for resolving difficult or sensitive personnel matters. The jobholder ensures that position descriptions are accurate prior to forwarding to the embassy human resources office for job evaluation and recruitment.,

Procurement Support 25%

The job holder reviews procurement requests prior to submission to Deputy Director for approval. The job holder is responsible for initiating requests for all office related items/services, including cleaning services, furniture, supplies, equipment, equipment maintenance, service contracts and repairs. Job holder reviews procurement references such as General Services Administration (GSA) catalogues and ensures that procurement documents are prepared in accordance with USG Federal Acquisition Regulations (FAR) and Department of State Acquisition Regulations (DOSAR). Job holder establishes follow up procedures so that routine procurement of expendable supplies takes place in a timely manner and the correct procurement instrument is used.

Job holder reviews and pre-approves all procurement requests subject to final approval by Deputy Director. Acts as a purchase recommender and interfaces with procurement officials and/or technical experts to identify appropriate sources of supplies, vendors, contractors, equipment and services based on specific medical/technical requirements and specifications. Provides administrative oversight and management to ensure the effective use and monitoring of Purchase Orders/Blanket Purchase Agreements (PO/BPA). When

necessary, job holder writes justifications for procurement of special products, specialized equipment and supplies.

Reviews with CDC Management and the Embassy Procurement Office all bid requests and quotations received from vendors for local procurement actions; assists Procurement Office in making purchase decisions and negotiations using factors such as cost, bidder's capability and reputation, and other relevant factors in negotiations. Acts directly or through subordinate staff as the technical specialist on CDC-funded maintenance contracts.

Job holder is responsible for reviewing and recommending management approval for petty cash purchases up to \$500 USDE.

Supervision

15%

Job holder directly supervises three staff on day-to-day activities, ensuring adequate training and development opportunities are in place, enforcing disciplinary measures when necessary and preparing performance evaluations.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency for at least 5% of time.**